

Truck and Bus Regulation

How to Report with Paper Forms 2014

Last Revised November 15, 2013



1) Introduction

This guide summarizes the steps you need to take to report vehicle information online or on paper forms to use flexibility options in the Truck and Bus regulation. There are no fees associated with reporting. Fleets that report online do not need to submit paper forms, and may easily view and update fleet information online. Paper forms are located at the back of this guide.

The Truck and Bus regulation applies to nearly all privately and federally owned diesel fueled trucks and buses and to privately and publicly owned school buses with a gross vehicle weight rating (GVWR) greater than 14,000 pounds. The compliance requirements for school buses are different and reporting is not required. The regulation does not apply to state and local government vehicles, most solid waste collection trucks, drayage trucks that transport marine cargo and public transit buses because they are already subject to other regulations.

New for 2014

To assist vehicle owners with the transition to the upcoming January 1, 2014, particulate matter (PM) filter compliance deadline, the Air Resources Board (ARB or Board) is taking specific actions to provide additional time for owners to complete their good faith compliance efforts and additional flexibility for many lower use vehicles and vehicles that operate solely in certain areas of the State.

The changes are detailed in the Advisory (Mail-Out #MSC 13-28) at:

<http://www.arb.ca.gov/msprog/onrdiesel/regulation.htm>. Additional details are also available in updated fact sheets at:

<http://www.arb.ca.gov/msprog/onrdiesel/documents.php>.

This document reflects administrative changes for the 2014 compliance year that will allow owners to report and take advantage of anticipated changes until they are considered by the Board in early 2014.

Please be advised that while ARB staff anticipates proposing amendments similar to these administrative changes at the Board's regularly scheduled April 2014 meeting, the changes will not be finalized until approved by the Board. As such, the final scope and applicability of the proposed amendments may change as ARB staff assesses their emission, risk, and economic impacts and conducts public workshops at various locations throughout the State. In the event that the proposed amendments differ from those identified above and impact a fleet's ability to comply with the regulation, ARB staff will provide fleets that have reported their intent to use these options additional time beyond the Board's April 2014 meeting to come into compliance.

The information provided in this guide is not a substitute for reading and comprehending the regulation. You should understand terms defined in the regulation, know the requirements, and understand if your vehicles qualify for exemptions or extensions. The regulation language, advisories, fact sheets, and other compliance tools for the Truck and Bus regulation can be found at www.arb.ca.gov/dieseltruck.

2) Who Needs to Report?

Compliance requirements are currently in effect for heavier vehicles with a GVWR greater than 26,000 lbs. with 1996 model year or newer engines. Individuals and companies that own three or fewer diesel vehicles that use Small Fleet Option need to report to show that a PM filter is installed on one truck. Owners that are using other flexibility options or mileage based extensions must update their information for 2014.

All fleet owners that use flexibility options must report information about all vehicles in the California fleet. Note that the opt-in periods for most flexibility options have been extended for fleet owners that did not report to use them before.

	<u>Reporting Deadline</u>
Agricultural Vehicle Extension	January 31, 2014
Good Faith Effort	January 31, 2014
Log Truck Phase-In	January 31, 2014
Low Use Exemption	January 31 any year
Low Mileage Construction Truck	January 31, 2014
Manufacturer Delay	January 31 any year
NOx Exempt/Added Area Extension	January 31, 2014
Phase-In For Heavy Trucks	January 31, 2014

3) Who Does Not Need to Report

You do not need to report if you are complying with the engine model year schedule and are not claiming credits or extensions. Clean-up requirements for lighter vehicles with a GVWR from 14,001 to 26,000 lbs. begin January 1, 2015 and lighter vehicles do not need to be reported. Pick-ups with a GVWR of 19,500 lbs. or less or motorhomes used solely for personal use are exempt from the regulation and do not need to be reported.

4) How to Report

You can report online and manage your fleet information or you can use paper forms and mail them in. You can report online by using the Truck Regulation Upload, Compliance, and Reporting System (TRUCRS). The link is https://ssl.arb.ca.gov/ssltrucrsto/trucrs_reporting/reporting.php. Here you will be able to create an account, login if you already have an account, or request your password if you have forgotten your login information. The paper forms at the end of this document identify all information needed, and can be used to collect the information for reporting online, or can be mailed. Please do not do both.

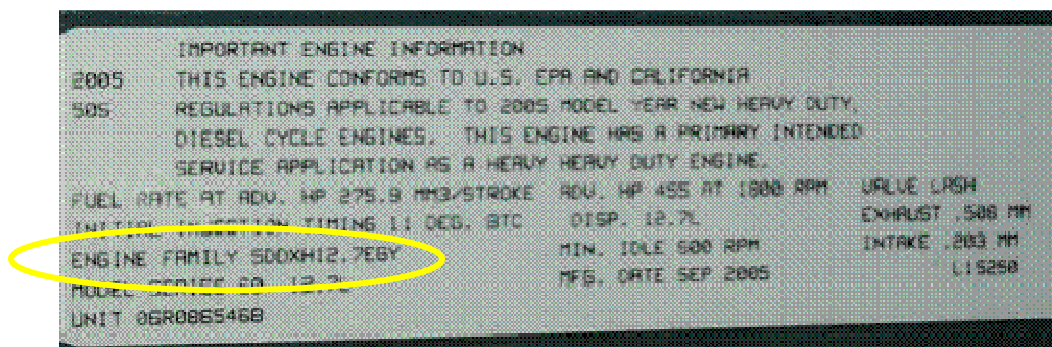
If you have already reported you have the ability to edit the information in the online reporting system, such as updating odometer readings of vehicles that are using mileage based extensions. The reporting system allows you to update your information in real time and to print a certificate of reported compliance.

If you have trouble retrieving your password, do not know your login information, or you are unsure if you have reported previously, you may send an email to trucrs@arb.ca.gov, or contact us by phone at 866-6DIESEL.

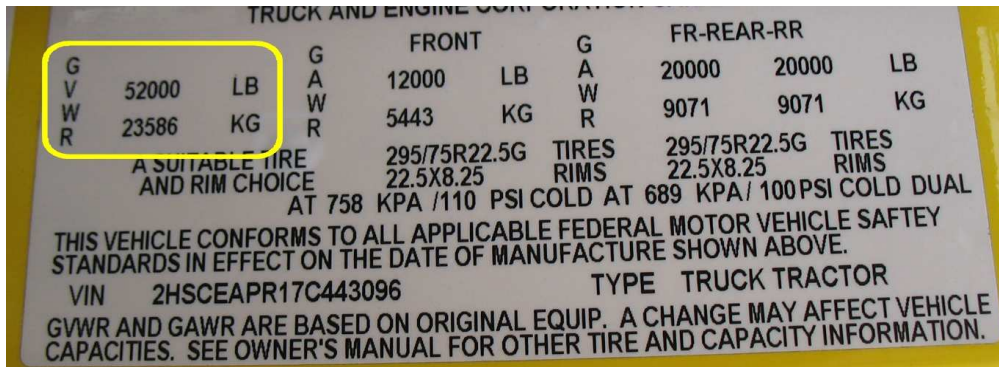
5) What information do I need to report?

In general, all fleet owners that report will need to report owner information and information for each vehicle. If you have previously reported you will not be required to provide this information again, however you should review this information and confirm it is up to date. You may edit the information in TRUCRS as needed throughout the year. Submit all of the required information regarding your vehicle, the engine, and the PM filter retrofit (if applicable). All required fields are indicated with an asterick on the forms. Incomplete forms will not be accepted.

Here is an example of where an on-road engine family name can be found on the label. In this example the digits you would provide are: 5DOXH12.7EGY



Here is an example of the label in the door jamb with a GVWR of 52,000 lbs.



6) Key Topics Related to Reporting

Small Fleet Option – Be sure to answer yes to the question “Does the fleet owner have three or fewer diesel vehicles with a GVWR above 14,000 lbs.” on the owner information page. The small fleet option is not a choice under PM Filter or Compliance option on the vehicle information page. You must show a truck has a PM filter by January 1, 2014 to use the small fleet option.

Retrofit PM Filter Information – Provide the information about the retrofit PM filter that is installed and information about the company that completed the installation. No additional information is needed for PM filters that were originally equipped by the engine manufacturer.

Order 4 Months Early– Fleet owners that ordered new equipment 4 months before the compliance deadline (September 1 or before) will not be penalized if the installation or delivery of a vehicle, engine, or filter is delayed beyond January 1 of the compliance year due to manufacturer delays. If you qualify for this extension, enter the date the verified PM filters, engine, or vehicle was ordered

Log Truck Phase-in Option – You must specify whether your log truck will be included in the log truck phase-in option. The number of log-trucks that are eligible for the log-truck phase-in option are limited to the number of trucks in the fleet as of January 1, 2009 with a GVWR greater than 14,000 lbs. and must be reported before you can claim the option. You must opt-in no later than January 31, 2014. Fleets must meet reporting and labeling requirements when taking advantage of this option.

NOx Exempt Area Vehicles – Identify whether or not the vehicle will use the extension for vehicles which operate exclusively in NOx exempt areas or additional areas that are exempt from the PM requirements in 2014. You must meet reporting and labeling requirements when taking advantage of this option.

Existing NOx Exempt Areas: Alpine, Colusa, Del Norte, Glenn, Humboldt, Lake, Lassen, Mendocino, Modoc, Monterey, Plumas, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz, Shasta, Sierra, Siskiyou, Northern Sonoma, Trinity, Tehama, and Yuba.

Additional Areas (subject to change by Board action in April 2014): Amador, Butte, Calaveras, El Dorado, Inyo, Eastern Kern, Mariposa, Mono, Nevada, Placer, Eastern Riverside, Northeastern San Bernardino, Eastern Solano, Sutter, Tuolumne, and Yolo.

Low-Use Vehicles – Low-use vehicles are exempt from the general requirements of the regulation, but must meet reporting and record keeping requirements. Vehicle mileage and dates must be provided in this section, as well as hour meter readings if applicable. Odometer readings from January 1 of the compliance year must be reported by January 31 of the compliance year to qualify.

Low-Mileage Construction – You must specify whether this truck will be using the Low Mileage Construction truck option. The number of trucks that are eligible for the extension is limited to the number of eligible trucks in your fleet on January 1, 2012. You must report your January 1 odometer reading no later than January 31 of each compliance year. If this is the first year you are opting in, you must report your January 2012 and January 2013 odometer readings to show you have met the mileage requirements. You may not increase the number of extension from year to year but you can replace a vehicle with one that has a 1996 or newer engine if the vehicle is replaced within one year to retain the extension.

Agricultural Vehicle Extensions – If you are opting into the Ag Mileage extension for the first time, you will need to provide your vehicle information for your fleet as it existed on January 1, 2011 and will need to report your January 1, 2011, January 1, 2012, January 1, 2013 and January 1, 2014 odometer readings to show that you have met the requirements of this extension. The number of agricultural vehicle extensions in 2011 cannot be higher than the number of trucks in the fleet on January 1, 2009, and cannot increase in subsequent years. You may need to report information about vehicles that are no longer part of the current fleet to establish the 2009 baseline.

Good Faith Effort - Truck owners that are compliant in 2013 and demonstrate that they have made good faith efforts to comply with the January 1, 2014 deadline, will not be subject to enforcement action for non-compliance prior to July 1, 2014. You must report to claim Good Faith Effort.

Two-engine Sweeper Auxiliary Engine – You must report information about auxiliary engines on two-engine sweepers. You do not need to report hour meter readings except for Tier 0 auxiliary engines. Tier 0 Auxiliary Engines may not operate more than 100 hours per year.

a) Report Online

Using the online reporting system is a convenient way for truck owners to report fleet information. Owners that report online at www.arb.ca.gov/dieseltruck can view and manage their fleet information and do not need to use paper forms. When follow-up information is needed, such as when a truck is replaced, retrofitted, or yearly mileage needs to be updated, it is simple to go into the existing account, and update information.

Here is a summary of how online reporting is done:

1. Use the “Create a New Account” button and select a user name and password.(passwords are case sensitive)
2. Login with the “Existing User” button
3. Enter the company or owner information

4. Enter information about each vehicle you are reporting

You can save incomplete vehicle information at any time and come back later to enter the remaining information to complete reporting. Larger fleets have the option to use a spreadsheet to upload vehicle information into their online account. The upload option should only be used for the addition of new vehicles. If you have reported compliance you must have a complete status for all of your trucks by January 31, 2014 to print a certificate of compliance.

b) Report on Paper Forms

If you do not have access to the internet, and you have not reported before or you need to update your company information, then fill out the Owner Information Form 112a. If you are reporting to take advantage of flexibility option or update information such as odometer readings you will also need to fill out the Vehicle Information Form 112b for each vehicle in your fleet. If you have reported before and were assigned a TRUCRS ID you are only required to fill out form 112b and provide your TRUCRS ID on the top right corner.

Fleet owners must comply by January 1 of each compliance year. Fleet owners that choose to report to use flexibility in the regulation must submit the fleet information by January 31 of each compliance year. If you have the ability to scan your application, you can email your application to TRUCRS@arb.ca.gov. Otherwise, attach the vehicle information pages for each vehicle to the owner page and mail in the copies. We recommend that you send your application via certified mail, however that is not required. Mailed applications must be postmarked by January 31, of the compliance year, to be considered on time.

c) Updating Information

Anyone who has reported and is taking advantage of the flexibility options for heavier vehicles will need to update their vehicle and owner information as it changes. If you have added, or removed vehicles from your fleet, installed filters, or upgraded engines on any of your vehicles you must report that information within 30 days.

If you reported for a mileage based provision such as the Low Mileage Construction Truck extension, the Agricultural vehicle extension, or the Low-Use exemption, you will need to report your odometer reading as it was on January 1 of the compliance year. This information will need to be reported on the odometer/PTO hour meter readings tab in the reporting system. When removing a vehicle you will need to provide the odometer reading as of the last day it was in your fleet, and the date it was removed from your fleet.

Form 112a**2014 Truck & Bus Regulation Reporting Form**

* Means Required Information

Owner Information

Use this form if you have not previously reported. Submit only one form per fleet, with one vehicle form for each qualifying vehicle.

TRUCRS Identification Number (Skip if reporting for first time):		TRUCRS ID		
<input type="checkbox"/> I am reporting a change to the information previously reported about my company		TRUCRS ID of Parent Company (if any)		
Owner Information				
Legal Owner First and Last Name*				
Company/ Agency Name (and DBA) *		Tax Identification number*		
Company/ Agency Type (check one) * <input type="checkbox"/> Individual(Sole Owner) <input type="checkbox"/> General Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Not for Profit <input type="checkbox"/> LLC <input type="checkbox"/> LLP <input type="checkbox"/> Other Private <input type="checkbox"/> Federal <input type="checkbox"/> Special District <input type="checkbox"/> Other Public				
Business Category(check one) * <input type="checkbox"/> Retail or Wholesale <input type="checkbox"/> Farming <input type="checkbox"/> Forestry <input type="checkbox"/> Manufacturing <input type="checkbox"/> Hauling Freight(for hire) <input type="checkbox"/> Passenger/Bus Service <input type="checkbox"/> Construction(not a licensed contractor) <input type="checkbox"/> Mining <input type="checkbox"/> Non-Profit <input type="checkbox"/> Other Service <input type="checkbox"/> Contractor (CSLB #: _____) <input type="checkbox"/> Other _____				
Responsible Person First Name*		Responsible Person Last Name*		Responsible Person Title*
Street Address*		City	State	Zip Country
Mailing Address*		City	State	Zip Country
Records Address*		City	State	Zip Country
Motor Carrier Identification (Report all of the following that apply. Enter "NA" if not applicable to your business.)				
US Department of Transportation (USDOT)		California Carrier Identification (CA)		
International Registration Plan (IRP)		Public Utilities Commission		
Contact Person				
Contact First Name*		Contact Last Name*		Company Name*
Contact Email Address*		Contact telephone number (Area Code and number) * () -		
Are you completing this form as a paid consultant? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Additional Information				
Number of Excess PM filter credits claimed (not common): Number of Truck Credits _____ DOORS ID _____				
Do you have 3 or fewer diesel vehicles more than 14,000 lbs. GVWR under common ownership and control? * <input type="checkbox"/> Yes <input type="checkbox"/> No				

I attest the information provided in this form is true and correct.

Print Name of owner or responsible person*	Title	Date*
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Use this form if you have not previously reported. Submit only one form per fleet, with one vehicle form for each qualifying vehicle being reported

You can report and manage your fleet information online without using paper forms at www.arb.ca.gov/dieseltruck

You must provide information about your business on this form if you are reporting for the first time or you need to update your owner information. In addition, you will need to attach a vehicle information form (form 112b) for each diesel vehicle in your fleet that you are reporting, and indicate at the top of the form whether you are adding, removing, or editing the vehicle. If you do not have a TRUCRS ID one will be assigned to you when you turn in your fleet information. Fleets that reported previously should identify the TRUCRS ID in the space provided. If you have already reported, it is not necessary to fill out the owner form unless you are updating the company information.

If you are a company with different divisions and each division will be responsible for complying separately. Submit a form for each fleet manager that will be reporting fleet information and attach the appropriate vehicle forms for each division. Information submitted by paper will be entered into the online reporting system, and users will be able to manage their fleet online. If you are a subsidiary of a corporation, please include the TRUCRS ID of your corporate parent. The TRUCRS ID of your corporate parent is assigned when the corporate parent reports to us so that the fleet size can be determined.

On the Owner Information Form, you will need to enter information about the fleet owner, responsible official, the contact person, any motor carrier numbers you operate under, and some additional information needed for determining compliance. All required fields are marked with an asterisk. The information must be completed, if you do not complete the form your application will be considered incomplete and sent back.

Mail the owner information form and a vehicle information form for each vehicle to:

Truck & Bus Reporting, 5th Floor
PO BOX 2815
California Air Resources Board
Sacramento, CA 95812

If you have any questions or need help completing the forms, please contact us at 866-6DIESEL (866-634-3735) or by email at: trucrs@arb.ca.gov

Form 112b

2014 Truck & Bus Regulation
Vehicle Information Form

*Means Required Information

Complete one form for each vehicle and submit with owner information form

If you have previously reported your owner information, provide the TRUCRS ID and you don't need to fill out the Owner Information Form. Check the appropriate box below if you are adding or removing a vehicle from your fleet, or you are editing previously reported information. If you are reporting for the first time, complete all sections for each vehicle along with form 112a.

TRUCRS ID: _____

☐ Add new vehicle to fleet Date added: _____

☐ This vehicle is replacing a vehicle that was using a mileage based extension(fill out odometer reading section)

☐ Remove previously reported vehicle. Date removed: _____ Final Odometer reading: _____ Date: _____

☐ Report change in compliance option for a previously reported vehicle.

Date of change: _____ Odometer reading: _____ Reading date: _____

Vehicle and Engine Information

Vehicle identification number (VIN)*	Your own ID (optional)	Vehicle body type (See list below)*	Vehicle model year*	State or Province of Registration*
Vehicle manufacturer*	License plate number*	GVWR more than 26,000lbs?*	Registration Type* (Circle one)	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Annual Monthly Not Registered Special Equipment	
Engine manufacturer*	Engine model year*	Engine family number*	Engine Model	

 Fuel/drive train type, check one* ☐ Diesel ☐ CNG/LNG ☐ Propane ☐ Diesel Fuel Efficient Hybrid ☐ Other Fuel Efficient Hybrid

Skip next row unless the vehicle is a sweeper with an auxiliary engine. Enter the following information for the sweeper auxiliary engine if 50 hp or greater.

Sweeper Aux. Engine Manufacturer	Engine Model Year	Engine Family Number	Engine Tier	Hour Meter Reading	Reading Date
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PM Filter Information(skip to Compliance Options and Good Faith Effort section if no filter installed)

If there is a Particular Matter(PM) filter on this vehicle, Select Type:

☐ Original Equipment Manufacturer (OEM) ☐ Retrofit(fill out section to right)

If this PM Filter or Replacement Vehicle obtained with Public Funding provide dates below:

Contract Start Date: _____ Contract End Date: _____

PM Filter Manufacturer*	Installer Company Name*
PM Filter Family Name*	Installer Phone Number*
Serial/ Part #*	Installer City*
Date Installed*	Installer State and Zip Code*

Compliance Options
☐ Order filter 4 months Early (provide order date below)

Date Ordered: _____

☐ NOx Exempt Area(skip to end of form)

☐ Log Truck Phase-in(skip to end of form)

☐ Low-Use(select miles traveled and provide odometer and hour meter reading)

☐ 5000 total miles ☐ 1000 CA miles ☐ Vehicle doesn't move

January 2014 Odometer reading _____ Date: _____

Hub-odometer serial # (if applicable) : _____

Hour Meter(if low use & work done stationary: _____

☐ Low Mileage Construction Truck (provide readings below)

January 2014 Odometer reading _____ Date: _____

January 2013 Odometer reading _____ Date: _____

January 2012 Odometer reading _____ Date: _____

☐ Agricultural Vehicle Extension (provide 2011- 2014 odo. readings below)

January 2014 Odometer reading _____ Date: _____

January 2013 Odometer reading _____ Date: _____

January 2012 Odometer reading _____ Date: _____

January 2011 Odometer reading _____ Date: _____

Good Faith Effort to Comply by January 1, 2014

What action did you take to comply by January 1, 2014?*:

- ☐ Ordered Replacement Truck (with OEM PM filter)
☐ Ordered PM Filter Retrofit
☐ Approved for loan or other financing
☐ Denied for loan or other financing

Why not successful in upgrading with a PM filter by Jan 1, 2014?*:

- ☐ Truck order delayed ☐ PM filter delayed ☐ Engine repair needed
☐ Compliance plan changed ☐ Didn't qualify for loan
☐ Awaiting funding approval ☐ Data logging delay

How far from home base does the vehicle typically travel: *

☐ 25 miles ☐ 50 miles ☐ 100 miles ☐ 101 or more miles

About how many miles does this truck operate in one year: * _____

Date of documentation showing good faith effort: * _____

Zip Code where truck is usually kept (home base): * _____

Emergency/Out of State Miles for 2013

Report only if mileage limit is exceeded when taking mileage based extension

Emergency Use Miles: _____ Hours: _____

Out of State Miles: _____ Hours: _____

I attest the information provided in this form is true and correct.

Print Name of responsible person*	Signature of responsible person*	Date*	Title of responsible person*
Contact Phone Number*	Owners Name*	Company Name*	

Vehicle Body Types: Beverage Tractor, Beverage Truck, Box Reefer Tractor, Box Reefer Truck, Box Van Tractor, Box Van Truck, Bucket, Boom, Bus Other, Bus School, Bus Shuttle, Cab & Chassis, Car Carrier, Concrete Mixer, Concrete Pump, Cotton Module Mover, Crane less than 35ton, Crane 35ton or more, Drill Rig, Dump Truck, Dump Tractor, Dump Transfer, Expediter Hot Shot, Farm Grain, Feed Truck On Farm, Flatbed Tractor, Flatbed Truck, Service Fuel Lube, Garbage Refuse, Garbage Transfer, Hay Squeeze, Hay Tractor, Hay Truck, Hopper Grain Tractor, Lettuce Truck, Livestock Tractor, Livestock Truck, Lowbed Tractor, Motor Coach, Nurse Truck Other, Nurse Truck Supplies Crop Dusting Aircraft, Other Tractor, Other Truck, Parcel, Pickup Bed, Service Utility Mechanic, Silage Harvest, Silage Other, Spray Truck, Spreader Tractor, Spreader Truck, Sweeper 1 Engine, Sweeper 2 Engine, Tank Truck, Tanker Truck, Tow Truck: Roll Back, Tow Truck: Wrecker, Tractor, Tractor Various, Log Tractor, Log Truck, Vacuum Truck, Water Truck, Yard Goat

If this is the first time you are reporting fill out the vehicle information form for each vehicle in your fleet and submit it with the Owner Information Form (112a). If you are reporting changes to the fleet provide your TRUCRS ID and check one of the four boxes at the top of the form to identify the purpose of your form.

Vehicle Information

Enter VIN, optional fleet vehicle identifier, body type (at bottom of form), model year, manufacturer, license plate number, state or province of registration. Next, enter engine manufacturer, engine model year, engine family number, and engine model.

If reporting the auxiliary engine of a two engine sweeper, enter Manufacturer, Model Year, Family Number, and Tier. Also, if the auxiliary engine is Tier 0, enter the Hour Meter reading and date, otherwise skip.

Check 'Yes' if the gross vehicle weight rating (GVWR) is more than 26,000 lbs., 'No' if not. You must check one of the boxes for fuel type, even if it is diesel.

PM filter or other compliance option

This section identifies the compliance options you can use. Check the appropriate box if any apply, and only select one per vehicle. The following options are available to select for January 2014 reporting:

Ag Mileage Extension (Opt In deadline is January 31, 2014)
Low Mileage Construction (Opt In deadline is January 31, 2014)
Log Truck Phase-in (Opt In deadline is January 31, 2014)
NOx Exempt Area (Report by January 31 any year)
Ordered PM Filter 4 months Early (Sept 1) (Report by January 31 any year)
PM Filter Original Equipment (most 2007 model year or newer engines)
PM Filter Retrofit
Low Use (Report by January 31 any year)

Several of the options require odometer reading and date information. If a hub-odometer is being used, enter the hub-odometer serial number. You must also report the hour meter reading and date for low-use vehicles that perform stationary work. If public funds were used to pay for all or part of the cost of the vehicle, engine, or retrofit PM filters, then enter the dates for the funding contract period. If you identify a compliance option that you do not qualify for, your truck information will be saved but the option you select will not be accepted and your fleet may not be in compliance. If you are not sure of the compliance requirements please seek clarification.

If you have a PM filter retrofit, you must complete the PM filter retrofit section. Enter the verified diesel emissions control system PM filter manufacturer, PM filter Family Name, Serial or Part Number, Date Installed, Installer Company Name, City, State, Country, Zip Code, and Phone Number.

Signature

Be sure to sign and date the bottom of all forms and print the name and title of responsible person.

Mail the owner information form and a vehicle information form for each vehicle to:

Truck & Bus Reporting, 5th Floor
PO BOX 2815
California Air Resources Board
Sacramento, CA 95812

If you have any questions or need help completing the forms, please contact us at 866-6DIESEL (866-634-3735) or by email at: TRUCRS@arb.ca.gov.